

AGENDA

June 5, 2019

1. *Technology Trainer Schedule*

- a. Have you reviewed your schedule?
- b. Are you open / available to fill open spots (??)?

2. *Training Delivery*

- a. Session outlines and training material are available through [Resources for Technology Trainers](#)
- b. Session Outlines
 - i. While reviewing your material, add timing to each topic/activity
 - ii. All sessions are scheduled for 1 ½ hrs., so plan your delivery to allow at least 10 minutes at the end for discussion and Q&A, if possible!
- c. Please print your material and bring with you to the TT Pre-Training/Prep. session on Monday.
 - i. To prepare for this session, use session outlines and add timing when reviewing the material.

3. *Participant Handouts*

- a. Participants will only receive the Session Outline
- b. The hotel will provide lots of notepads and pencils or pens in each room.
- c. If you have business cards and are willing to handout, that would be great!

4. *Trainer Registration*

- a. Monday, 12:00 – 1:00 pm
- b. Pick up your SI registration materials in the Grand Ballroom Foyer

5. *Dress Attire*

- a. CASAS is asking trainers to dress in business casual style for their sessions.
- b. Please note that flip-flops, sandals, tennis shoes/sneakers, shorts, sweat pants and sweatshirts, t-shirts, baggy pants, baseball caps and the like are unacceptable attire for trainers.

6. *Name Badge*

- a. Please wear your CASAS Technology Trainer name badge when participating in training sessions.

7. *BYOL*

- a. As a CASAS TT, you have permission to *bring your own laptop* to join any lab in which you are not participating in as a TT.

8. *Going Live!*

- a. Monday, June 10, 2018, at 1:00 PM

Thank you for training with us at SI 2019!